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UNITED STATES
DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE



698A-1161

FIELD MEMORANDUM SCS #698A

Dated At No. 1161

Re: Sale of Reproductions,
other than to Federal
Agencies

February 22, 1943.

TO ALL RANKING FIELD OFFICERS:

Reference is made to Field Memorandum SCS #698 regarding the sale of reproductions of aerial photographs, mosaics, and maps under the provisions of Section 387 of Public Law No. 430, 75th Congress. In this memorandum it was stated "The sale of aerial photographs, mosaics, and maps will be limited strictly to Washington."

Because of the present world conditions and America's "All Out for Total War", there has been an increased need for maps and map information throughout the entire United States. In view of this need, it is necessary to amend the above listed memorandum as follows:

When maps, charts or tracings are compiled or drafted for regional use and are not lithographically reproduced for publication, the regional office may sell photostats, photographs or ozalid reproductions at the prices listed in the Secretary's Memorandum No. 755 (Revised) dated May 7, 1940; however, no reproductions shall be released unless the person, company, corporation or agency (excluding the Federal Government) desiring such reproductions obtain a release from the office of the Commanding General of the Service Command having jurisdiction over the applicable area. The said person, company, corporation or agency shall arrange for the release to be forwarded directly from the Service Command to the Regional Cartographic offices. Reproductions may be sold to the Federal Agencies who have need for them, provided a responsible official assumes custody for their safe keeping.

The release of the mosaics and aerial photographs is limited to the Washington Cartographic Division. However, in cases of emergency or great urgency, and upon submission of sufficient justification, the Washington Cartographic Division may authorize the sale of such mosaics and aerial photographs by the regional offices as it deems necessary.

Before reproductions can be furnished to other than Federal Agencies, it is necessary that advance payments be secured and deposited to a trust receipt account, except where Legislative requirements prohibit advance payment by ordering agencies. The following steps will be followed in connection with such sales:

EXHIBIT C

INSTRUCTIONS FOR PAYMENT OF REPRODUCTIONS

REPRODUCTION OF MAPS AND PLATES

2-To all Ranking Field Officers

1. In replying to inquiries relative to reproductions, the Regional Cartographic Division will advise that advance payments must be submitted. Such advance payments based on the unit prices established in Sec. Memo. 755 (Revised) must be and should be in the form of a check (preferably certified) or money order made payable to the Treasurer of the United States. If money order is used it should be payable at the city in which the disbursing office servicing the particular region is located.

1-a. In the event the ordering agency is prohibited by legislative requirements from making advance payments the Cartographic Division, upon receipt of a purchase order or written authorization from the responsible official of the ordering agency, may proceed to furnish the requested reproductions.

2. Remittances submitted in advance payment for reproductions will be forwarded to the Collection Official of the applicable regional or Washington Budget and Finance Division who will transmit them to the regional or Washington disbursing office for deposit to the credit of the following trust receipt account:

**128014(35) Deposits to Secure Payment for Reproductions
of Photographs, Mosaics, and Maps (AC&AA)**

2-a. In the event advance payments are received prior to receipt of the release from the Service Command, such remittances will be placed in Special Deposits. Upon receipt of the release, the Regional Cartographic Division will advise the Budget and Finance Division, which will then issue a Schedule of Transfers-Special Deposits, Standard Form 1046, applying the collection to the trust receipt account. If the remitter is unable to obtain the release from the Service Command, the Regional Budget and Finance Division, upon advice from the Cartographic Division, will refund the amount of the deposit.

3. Regional Budget and Finance Divisions will submit copies of completed Schedules of Collections and Schedules of Transfers-Special Deposits to the Budget and Finance Division, Washington, D. C., attached to the pertinent Journal Voucher of Certificates of Deposit and/or Completed Schedules.

4. After reproductions have been furnished or the Cartographic Division has determined that they cannot be furnished, that Division will advise the Regional Budget and Finance Division that payments may be transferred to the credit of the appropriations which were charged with the cost of making such reproductions, or that they may be refunded to the remitters. In the event that the advance payments exceeded the costs of the reproductions furnished, the Cartographic Division will also indicate the amounts of advance payments which should be refunded to the

3-To all Ranking Field Officers

remitters.

5. Thereupon the Regional Budget and Finance Divisions will advise the Washington Budget and Finance Division of the amounts which will be required to reimburse the appropriations originally charged with the cost of the reproductions and the amounts which will be refunded to the remitters, citing in each instance the Schedule and Certificate of Deposit numbers, amount and Certificate of Deposit date of the applicable remittance.

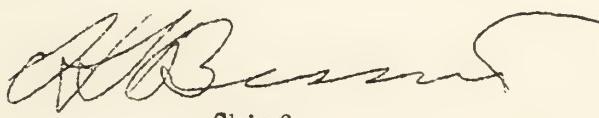
6. At the end of each month the Washington Budget and Finance Division will request, through the Department of Agriculture, Office of Budget and Finance, the issuance of a Transfer and Counter Warrant charging the trust receipt account and crediting the appropriation charged with the cost of reproductions. At the same time the Washington Budget and Finance Division will request the establishment of an amount sufficient to make the necessary refunds under the following trust fund appropriation:

12X8014(35) Return of Excess Deposits for Reproductions of Photographs, Mosaics, and Maps (AC&AA)

7. Upon receipt of notification of the issuance of the Transfer and Counter Warrant, the Washington Budget and Finance Division will issue Advices of Adjustment transferring the appropriation credits to the applicable regions.

8. Upon receipt of notifications of the issuance of the Appropriation Warrant establishing the amount to be refunded in the trust fund appropriation account, the Washington Budget and Finance Division will arrange for the refund of the excess deposits. A copy of each refund voucher will be furnished the applicable regional Budget and Finance Division for informational purposes.

The above instructions relative to advance payments do not affect in any way the procedure followed in connection with the furnishing of maps, mosaics, and photographs to other Federal Agencies under Section 601 of the Economy Act (31 U.S.C. 686), for which reimbursements in the amount of actual costs are made direct to the appropriations charged by means of Vouchers for Adjustment, Standard Form 1080 (Revised)



Chief

